2013 CALGREEN NON-RESIDENTIAL CHECKLIST MANDATORY ITEMS

(This form is for New Commercial Buildings, Commercial Additions of 1,000 Square Feet and above & Commercial Alterations of $200,000 and above)

COMMUNITY DEVELOPMENT DEPARTMENT – BUILDING DIVISION
KIRK BALLARD, BUILDING OFFICIAL
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PURPOSE:

The non-residential provisions of the 2013 CalGreen Code outline planning, design and development methods that include environmentally responsible site selection, building design, and building site and development to protect, restore and enhance the environmental quality of the site and respect the integrity of adjacent properties; establishes the means of conserving water used indoors, outdoors and in wastewater conveyance; outlines means of achieving material conservation and resource efficiency; and outlines means of reducing the quantity of air contaminants.

Project Name: _____

Project Address: _____

Project Description: _____

Instructions:

1. The owner or owner's agent shall employ a licensed qualified Green Building professional experienced with the 2013 California Green Building Standards Codes to verify and assure that all required work described herein is properly planned and implemented in the project.
2. The licensed professional, in collaboration with the owner and the design professional shall review **Column 2** of this checklist, sign and date **Section 1 –Design Verification** at the end of this checklist and have the checklist printed on the approved plans for the project.
3. **PRIOR TO FINAL INSPECTION BY THE BUILDING DEPARTMENT**, the licensed professional shall complete **Column 3** and sign and date **Section 2 – Implementation Verification** at the end of this checklist and submit the completed form to the Building Department.

MANDATORY FEATURE OR MEASURE	Column 2 PROJECT REQUIREMENTS	Column 3 VERIFICATION
NONRESIDENTIAL OCCUPANCIES APPLICATION CHECKLISTS		
Requirements		
Project meets all of the requirements of Division 5.1 through 5.5	(X)	( )
DIVISION 5.1 PLANNING and DESIGN		
Planning and Design – Site Development		
5.106.1 Storm water pollution prevention. Newly constructed projects which disturb less than one acre of land shall prevent the pollution of stormwater runoff from the construction activities through local ordinance in Section 5.106.1.1 **Or** Best management practices (BMP) in Section 5.106.1.2	(X) Or	( ) Or
A5.106.2 Storm water design. Design storm water runoff rate and quantity in conformance with Section A5.106.3.1 and storm water runoff quality by Section A5.106.3.2 or by local requirements, whichever are stricter. **Exception:** If the site is already greater than 50 percent impervious, implement a storm water management plan resulting in a 25-percent decrease in rate and quantity.	(X)	( )

5.106.4 Bicycle parking. Comply with Sections 5.106.4.1 and 5.106.4.1.2; or meet local ordinance, whichever is stricter.	(X)	( )
5.106.4.1.1 Short-Term bicycle parking. If the new project or addition or alteration is anticipated to generate visitor traffic, provide permanently anchored bicycle racks within 200 feet of the visitors' entrance, readily visible to passers-by, for 5 percent of new visitor motorized vehicle parking spaces being added, with a minimum of one two-bike capacity rack.	(X)	( )
5.106.4.1.2 Long-Term bicycle parking. For buildings with over 10 tenant-occupants, provide secure bicycle parking for 5 percent of tenant-occupied motorized vehicle parking spaces being added, with a minimum of one space. See exception for addition or alterations.	(X)	( )
A5.106.5.2 Designated parking. Provide designated parking for any combination of low-emitting, fuel-efficient and carpool/van pool vehicles as shown in Table 5.106.6.2	(X)	( )
5.106.8 Light pollution reduction. [N] Outdoor lighting systems shall be designed and installed to comply with the following: 1. The minimum requirements in the *California Energy Code* for Lighting Zones 1-4 as defined in Chapter 10 of the *California Administrative Code*; and 2. Backlight, Uplight and Glare (BUG) ratings as defined in IESNA TM-15-11; and 3. Allowable BUG ratings not exceeding those shown in Table 5.016.8, or Comply with a local ordinance lawfully enacted pursuant to Section 101.7, whichever is more stringent. **Exceptions:** [N] 1. Luminaires that qualify as exceptions in Section 147 of *The California Energy Code* 2. Emergency lighting	(X) **Or** (X)	( ) **Or** ( )
5.106.10 Grading and paving. Construction plans shall indicate how site grading or a drainage system will manage all surface water flows to keep water from entering buildings. Examples of methods to manage surface water include those shown in Items 1-5. See exception for additions or alterations.	(X)	( )
Energy Efficiency		
Performance Requirements		
5.201.1 Scope. Building meets or exceeds the requirements of the California Energy Efficiency Standards.[3]	(X)	( )
Water Efficiency and Conservation		
Indoor Water Use		
5.303.1 Meters. Separate meters shall be installed for the uses described in Sections 503.1.1 through 503.1.2.		
5.303.1.1 New buildings or additions in excess of 50,000 square feet. Separate submeters shall be installed as follows:		
1. For each individual leased, rented or other tenant space within the building projected to consume more than 100 gal/day.	(X)	( )
2. Where separate submeters for individual building tenants are unfeasible, for water supplied to the following subsystems:		
a. Makeup water for cooling towers where flow through is greater than 500 gpm (30/L/s)	(X)	( )
b. Makeup water for evaporative coolers greater than 6 gpm (0.04 L/s)	(X)	( )
c. Steam and hot-water boilers with energy input more than 500,000 Btu/h (147 kW)	(X)	( )
5.303.1.2 Excess consumption. Any tenant within a new building or an addition that is projected to consume more than 1,000 gal/day (2800 L/day).	(X)	( )
5.303.2 Water reduction. Plumbing fixtures shall meet the maximum flow rate values shown in Table 5.303.2.3.	(X)	( )
Exception: Buildings that demonstrate 20-percent overall water use reduction. In this case, a calculation demonstrating a 20-percent reduction in the building "water use baseline," as established in Table 5.303.2.2, shall be provided.	(X)	( )

5.303.3 Water conserving plumbing fixtures and fittings. Plumbing fixtures (water closets and urinals) and fittings (faucets and showerheads) shall comply with the following: **5.303.3.1 Water closets**. The effective flush volume of all water closets shall not exceed 1.28 gallons per flush. Tank-type water closets shall be certified to the performance criteria of the U.S. EPA WaterSense Specification for Tank-Type Toilets. **Note**: The effective flush volume of dual flush toilets is defined as the composite, average flush volume of two reduced flushes and one full flush. **5.303.3.2 Urinals**. The effective flush volume of urinals shall not exceed 0.5 gallons per flush. **5.303.3.3 Showerheads**. **5.303.3.3.1 Single showerhead**. Showerheads shall have a maximum flow rate of not more than 2.0 gallons per minute at 80 psi. Showerheads shall be certified to the performance criteria of the U.S. EPA WaterSense Specification for Showerheads. 5**.303.3.3.2 Multiple showerheads serving one shower**. When a shower is served by more than one showerhead, the combined flow rate of all showerheads and/or other shower outlets controlled by a single valve shall not exceed 2.0 gallons per minute at 80 psi, or the shower shall be designed to allow only one shower outlet to be in operation at a time. **Note**: A hand-held shower shall be considered a showerhead.	**(X)** **(X)** **(X)** **(X)** **(X)**	**( )** **( )** **( )** **( )** **( )**
5.303.4 Wastewater reduction. [N] Each building shall reduce the generation of wasterwater by one of the following methods. 1. The installation of water-conserving fixtures or 2. Utilizing nonpotable water system.	**As applicable** **(X)** **(X)**	 **( )** **( )**
5.303.6 Standards for plumbing fixtures and fittings. Plumbing fixtures and fittings shall be installed in accordance with the *California Plumbing Code*, and shall meet the applicable standards referenced in Table 1401.1 of the *California Plumbing Code* and in Chapter 6 of this code.	**As applicable** **(X)**	 **( )**
Outdoor Water Use		
5.304.1 Water budget. A water budget shall be developed for landscape irrigation use.[3] Applies to additions or alterations.	**(X)**	**( )**
5.304.2 Outdoor potable water use. For new water service, separate meters or submeters shall be installed for indoor and outdoor potable water use for landscaped areas of at least 1,000 square feet but not more than 5,000 square feet, separate submeters shall be installed for outdoor potable water use. Applies to additions or alterations.	**(X)**	**( )**
5.304.3 Irrigation design. In new nonresidential projects with at least 1,000 square feet but not more than 2,500 square feet of landscaped area (the level at which the MLO applies), install irrigation controllers and sensors which include the following criteria and meet manufacturer's recommendations. Applies to additions or alterations. **5.304.3.1. Irrigation controllers**. Automatic irrigation system controllers installed at the time of final inspection shall comply with the following: 1. Controllers shall be weather-or soil moisture-based controllers that automatically adjust irrigation in response to changes in plants' needs as weather conditions change. 2. Weather-based controllers without integral rain sensors or communication systems that account for local rainfall shall have a separate wired or wireless rain sensor which connects or communicates with the controller(s). Soil moisture-based controllers are not required to have rain sensor input.	 **(X)** **As applicable** **(X)**	 **( )** **( )**

Weather Resistance and Moisture Management		
5.407.1 Weather protection. Provide a weather-resistant exterior wall and foundation envelope as required by *California Building Code*, Section 1403.2 and *California Energy Code*, Section 150, manufacturer's installation instructions or local ordinance, whichever is more stringent.[3]	(X)	( )
5.407.2 Moisture control. Employ moisture control measures by the following methods; **5.407.2.1** Sprinklers. Prevent irrigation spray on structures. **5.407.2.2** Entries and openings. Design exterior entries and openings to prevent water intrusion into buildings.	(X) (X)	( ) ( )
Construction Waste Reduction, Disposal and Recycling		
5.408.1 Construction waste management. Recycle and/or salvage for reuse a minimum of 50% of the non-hazardous construction waste in accordance with Section 5.408.1.1, 5.408.1.2 or 5.408.1.3; or meet a local construction and demolition waste management ordinance, whichever is more stringent. **5.408.1.1 Construction waste management plan**. Where a local Jurisdiction does not have a construction and demolition waste management ordinance that is more stringent, submit a construction waste management plan that complies with Items 1 through 4 of this section. **5.408.1.2. Waste management company**. Utilize a waste management company that can provide verifiable documentation that the percentage of construction waste material diverted from the landfill complies with this section. **Exceptions to Sections 5.408.1.1 and 5.408.1.2:** 1. Excavated soil and land-clearing debris 2. Alternate waste reduction methods developed by working with local Recycling facilities and markets. 3. Demolition waste meeting local ordinance or calculated in consideration of location recycling facilities and markets. **5.408.1.4 Documentation**. Provide documentation of the waste management plan that meets the requirements listed in Sections 5.408.1.1 through 5.408.1.3, and the plan is accessible to the enforcement authority. **5.408.3 Excavated soil and land clearing debris**. 100 percent off trees, stumps, rocks and associated vegetation and soils resulting primarily from land clearing shall be reused or recycled. **Exception**: Reuse, either on-or off-site, of vegetation or soil contaminated by disease or pest infestation.	(X) **Or** (X) (X) (X) (X)	( ) **Or** ( ) ( ) ( ) ( )
Building Maintenance and Operation		
5.410.1.1 Additions. [A] All additions conducted within a 12-month period under single or multiple permits, resulting in an increase of 30 percent or more in floor area, shall provide recycling areas on site. **Exception:** Additions within a tenant space resulting in less than a 30-percent increase in the tenant space floor area.	(X)	( )
5.410.2 Commissioning. [N} For new buildings 10,000 square feet and over, building commissioning for all building systems covered by Title 24, Part 6, process systems and renewable energy systems shall be included in the design and construction processes of the building project. Commissioning requirements shall include items listed in Section 5.410.2 **Exceptions**: 1. Dry storage warehouses of any size 2. Areas under 10,000 square feet used for offices or other conditioned accessory spaces within dry storage warehouses 3. Tenant improvements under 10,000 square feet as described in Section 303.1.1. 5**.410.2.1 Owner's Project Requirements (OPR)**. [N] Documented before The design phase of the project begins the OPR shall include items listed in Section 5.410.4.	(X) (X)	( ) ( )

5.410.2.2 Basis of Design (BOD). [N] A written explanation of how the design of the building systems meets the OPR shall be completed at the design phase of the building project to cover the systems listed in Section 5.410.2.2.	(X)	( )
5.410.2.3 Commissioning plan. [N] A commissioning plan describing how the project will be commissioned shall include items listed in Section 5.410.2.3.	(X)	( )
5.410.2.4 [N] Functional performance testing shall demonstrate the correct installation and operation of each component, system and system-to-system interface in accordance with the approved plans and specifications.	(X)	( )
5.410.2.5 Documentation and training. [N] A systems manual and systems operations training are required.	(X)	( )
5.4102.5.1 Systems manual. [N] The systems manual shall be delivered to the building owner or representative and facilities operator and shall include the items listed in Section 5.410.2.5.1.	(X)	( )
5.410.2.5.2 Systems operations training . [N] A program for training of the appropriate maintenance staff for each equipment type and/or system shall be developed and shall include items listed in Section 5.410.2.5.2.	(X)	( )
5.410.2.6 Commissioning report. [N] A report of commissioning process activities undertaken through the design and construction phases of the building project shall be completed and provided to the owner or representative.	(X)	( )
5.410.4 Testing and adjusting. Testing and adjusting of systems shall be required for buildings less than 10,000 square feet. Applies to new systems serving additions or alterations.	(X)	( )
5.410.4.2 Systems. Develop a written plan of procedures for testing and adjusting systems. Systems to be included for testing and adjusting shall include, as applicable to the project, the systems listed in Section 5.410.4.2.	(X)	( )
5.410.4.3 Procedures. Perform testing and adjusting procedures in accordance with applicable standards on each system as determined by the enforcing agency.	(X)	( )
5.410.4.3.1 HVAC balancing. Before a new space-conditioning system serving a building or space is operated for normal use, balance in accordance with the procedures defined by national standards listed in Section 5.410.4.3.1 or as approved by the enforcing agency.	(X)	( )
5.410.4.4 Reporting. After completion of testing, adjusting and balancing, provide a final report of testing signed by the individual responsible for performing these services.	(X)	( )
5.410.4.5 Operation and maintenance manual. Provide the building owner with detailed operating and maintenance instructions and copies of guaranties/warranties for each system prior to final inspection.	(X)	( )
5.410.4.5.1 Inspections and reports. Include a copy of all inspection verifications and reports required by the enforcing agency.	(X)	( )
Environmental Quality		
Fireplaces		
5.503.1 Install only a direct-vent sealed-combustion gas or sealed wood-burning fireplace or a sealed woodstove and refer to residential requirements in the California Energy Code, Title 24, Part 6, Subchapter 7, Section 150.	(X) **As applicable**	( )
5.503.1.1 Woodstoves. Woodstoves shall comply with US EPA Phase II emission limits, where applicable.	(X)	( )
Pollutant Control		
5.504.1.3 Temporary ventilation. If the HVAC system is used during construction, use return air filters with a MERV of 8, based on ASHRAE 52.2-1999, or an average efficiency of 30% based on ASHRAE 52.1-1992. Replace all filters immediately prior to occupancy. Applies to additions or alterations.	(X)	( )
5.504.3 Covering of duct openings and protection of mechanical equipment during construction. At the time of rough installation and during storage on the construction site and until final startup of the heating, cooling and ventilating equipment, all duct and other related air distribution component openings shall be covered with tape, plastic, sheetmetal or other methods acceptable to the enforcing agency to reduce the amount of dust, water and debris which may enter the system.	(X)	( )

5.504.4 Finish material pollutant control. Finish materials shall comply with Sections 5.504.1 through 5.504.4.4.		
5.504.4.1 Adhesives, sealants, caulks. Adhesives and sealants used on the project shall meet the requirements of the following standards.		( )
1. Adhesives, adhesive bonding primers, adhesive primers, sealants, sealant primers and caulks shall comply with local or regional air pollution control or air quality management district rules where applicable or SCAQMD Rule 1168 VOC limits, as shown in Tables 5.504.4.1 and 5.504.4.2.	(X)	
2. Aerosol adhesives and smaller unit sizes of adhesives and sealant or caulking compounds (in units of product, less packaging , which do not weigh more than one pound and do not consist of more than 16 fluid ounces) shall comply with statewide VOC standards and other requirements, including prohibitions on use of certain toxic compounds, of *California Code of Regulations*, Title 17, commencing with Section 94507.	(X)	( )
5.504.3 Paints and coatings. Architectural paints and coatings shall comply with Table 5.504.4.3 unless more stringent local limits apply.	(X)	( )
5.504.4.3.1 Aerosol paints and coatings. Aerosol paints and coatings shall meet the Product-Weighted MIR Limits for ROC in Section 94522(a)(3) and other requirements, including prohibitions on use of certain toxic compounds and ozone depleting substances (CCR, Title 17, Section 94520, et seq.).	(X)	
5.504.4.3.2. Verification. Verification of compliance with this section shall be provided at the request of the enforcing agency.	(X)	( )
5.504.4.4.4 Carpet systems. All carpet installed in the building interior shall meet the testing and product requirements of one of the standards listed in Section 5.504.4.4.4.	(X)	( )
5.504.4.4.4.1 Carpet cushion. All carpet cushion installed in the building interior shall meet the requirements of the Carpet and Rug Institute's Green Label program.	(X)	( )
5.504.4.4.2 Carpet adhesive. All carpet adhesive shall meet the requirements of Table 5.504.4.1.	(X)	( )
5.504.4.5 Composite wood products. Hardwood plywood, particleboard and medium density fiberboard composite wood products used on the interior or exterior of the building shall meet the requirements for formaldehyde as specified in Table 5.504.4.5.	(X)	( )
5.504.4.5.3 Documentation. Verification of compliance with this section shall be provided as requested by the enforcing agency. Documentation shall include at least one of the following:	(X) As Applicable	( )
1. Product certifications and specifications.	(X)	( )
2. Chain of custody certifications.	(X)	( )
3. Product labeled and invoiced as meeting the Composite Wood Products regulation (see CCR, Title 17, Section 93120, et seq.).	(X)	( )
4. Exterior grade products marked as meeting the PS-1 or PS-2 standards of the Engineered Wood Association, the Australian AS/NZS 2269 or European 636 3S standards.	(X)	( )
5. Other methods acceptable to the enforcing agency.	(X)	( )
5.504.4.6 Resilient flooring systems. Comply with the VOC-emission limits defined in the 2012 CHPS criteria and listed on its High Performance Products Database; products compliant with CHPS criteria certified under the Greenguard Children & Schools program; certified under the FloorScore program of the Resilient Floor Covering Institute; or meet California Department of Public Health 2010 Specification.	(X)	( )
A5.504.4.6.1 Verification of compliance. Documentation shall be provided verifying that resilient flooring materials meet the pollutant emission limits.	(X)	( )
5.504.5.3 Filters. In mechanically ventilated buildings, provide regularly occupied areas of the building with air filtration media for outside and return air that provides at least a MERV of 8. MERV 8 filters shall be installed prior to occupancy, and recommendations for maintenance with filters of the same value shall be included in the operation and maintenance manual.	(X)	( )
Exceptions:		
1. An ASHRAE 10-percent to 15-percent efficiency filter shall be permitted for an HVAC unit meeting the *2013 California Energy Code* having 60,000 BTU/h or less capacity per fan coil, if the energy use of the air delivery system is 0.4 W/cfm or less at design air flow.		
2. Existing mechanical equipment.		

Indoor Moisture and Radon Control		
5.505.1 Indoor moisture control. Buildings shall meet or exceed the provisions of *California Building Code*, CCR, Title 24, Part 2, Sections 1203 and Chapter 14.1.[3]	(X)	( )
Air Quality and Exhaust		
5.506.1 Outside air delivery. For mechanically or naturally ventilated spaces in buildings, meet the minimum requirements of Section 121 of the California Energy Code and Chapter 4 of CCR, Title 8 or the applicable local code, whichever is more stringent.[3]	(X)	( )
5.506.2 Carbon dioxide (CO_2) monitoring. For buildings or additions equipped with demand control ventilation, CO_2 sensors and ventilation controls shall be specified and installed in accordance with the requirements of the *California Energy Code*, CCR, Section 120(c)(4).[3]	(X)	( )
Environmental Comfort		
5.507.4 Acoustical control. Employ building assemblies and components with STC values determined in accordance with ASTM E 90 and ASTM E 413 or OITC determined in accordance with ASTM E 1332, using either the prescriptive or performance method in Section 5.507.4.1 or 5.507.4.2.	(X)	( )
5.507.4.1 Exterior noise transmission, prescriptive method. Wall and floor-ceiling assemblies exposed to the noise source making up the building envelope shall have exterior wall and roof ceiling assemblies meeting a composite STC rating of at least 50 or a composite OITC rating of no less than 40 with exterior windows of a minimum STC of 40 or OITC of 30 in locations described in Items 1 and 2. Also applies to addition envelope or altered envelope.	(X)	( )
5.507.4.1.1 Noise exposure where noise contours are not readily available. Buildings exposed to a noise level of 65 dB L_{eq}-1Hr during any hour of operation shall have exterior wall and roof-ceiling assemblies exposed to the noise source meeting a composite STC rating of at least 45 (or OITC 35), with exterior windows of a minimum STC of 40 (or OITC 30). Also applies to addition or alteration exterior wall.	(X) **Or**	( )
5.507.4.2 Performance method. For buildings located as defined in Sections A5.507.4.1 or A5.507.4.1.1, wall and roof-ceiling assemblies making up the building envelope shall be constructed to provide an interior noise environment attributable to exterior sources that does not exceed an hourly equivalent noise level (L_{eq}-1 HR) of 50 dBA in occupied areas during any hour of operation. Also applies to addition envelope or altered envelope.	(X)	( )
5.507.4.2.1. Site features. Exterior features such as sound walls or earth berms may utilized as appropriate to the project to mitigate sound migration to the interior. Also applies to addition envelope or altered envelope.	(X)	( )
5.507.4.2.1 Documentation of compliance. An acoustical analysis documenting complying interior sound levels shall be prepared by personnel approved by the architect or engineer of record.	(X)	( )
5.507.4.3 Interior sound transmission. Wall and floor-ceiling assemblies separating tenant spaces and tenant spaces and public places shall have an STC of at least 40.	(X)	( )
Outdoor Air Quality		
5.508.1 Ozone depletion and global warming reductions. Installation of HVAC, refrigeration and fire suppression equipment shall comply with Sections 5.508.1.1 and 5.508.1.2.	**As Applicable**	**As Applicable**
5.508.1.1 CFCs. Install HVAC and refrigeration equipment that does not contain CFCs.[3]	(X)	(X)
5.508.1.2 Halons. Install fire suppression equipment that does not contain Halons.[1]	(X)	(X)

5.508.2 Supermarket refrigerant leak reduction. New commercial refrigeration systems shall comply with the provisions of this section when installed in retail food stores 8,000 square feet or more conditioned area, and that utilize either refrigerated display cases, or walk-in coolers or freezers connected to remote compressor units or condensing units. The leak reduction measures apply to refrigeration systems containing high-global-warming potential (high-GWP) refrigerants with GWP of 150 or greater. New refrigeration systems include both new facilities and the replacement of existing refrigeration systems in existing facilities. **Exceptions:** Refrigeration systems containing low-global warming potential (low-GWP) refrigerant with GWP value less than 150 are not subject to this section. Low-GWP refrigerants are non-ozone-depleting refrigerants that include ammonia, carbon dioxide (CO_2), and potentially other refrigerants.	**(X)** **As Applicable**	**( )**

1. **Green building measures in this table may be mandatory if adopted by a city, county, or city and county as specified in Section 101.7**
2. **Required prerequisite for this Tier.**
3. **These measures are currently required elsewhere in statute or in regulation.**

CALGREEN SIGNATURE DECLARATIONS

Project Name: _____

Project Address: _____

Project Description: _____

SECTION 1 – DESIGN VERIFICATION

Complete all lines of Section 1 – "Design Verification" and **SUBMIT THE ENTIRE CHECKLIST (COLUMNS 2 AND 3) WITH THE PLANS AND BUILDING PERMIT APPLICATION TO THE BUILDING DEPARTMENT.**

The owner and design professional responsible for compliance with CalGreen Standards have reviewed the plans and certify that the items checked above are hereby incorporated into the project plans and will be implemented into the project in accordance with the requirements set forth in the 2013 California Green Building Standards Code as adopted by the City of Los Altos.

_____ _____
Owner's Signature Date

_____
Owner's Name (Please Print)

_____ _____
Design Professional's Signature Date

_____
Design Professional's Name (Please Print)

_____ _____
Signature of Leed Certified or Licensed CalGreen Professional Date

_____ _____
Name of Leed Certified or Licensed CalGreen Professional (Please Print) Phone No.

_____ _____
Email Address for Leed Certified or Licensed CalGreen Professional License No.

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SECTION 2 – IMPLEMENTATION VERIFICATION

Complete, sign and submit the completed checklist, including column 3, together with all original signatures on Section 2 to the Building Department **PRIOR TO BUILDING DEPARTMENT FINAL INSPECTION**.

I have inspected the work and have received sufficient documentation to verify and certify that the project identified above was constructed in accordance with this Green Building Checklist and in accordance with the requirements of the 2013 California Green Building Standards Code as adopted by the City of Los Altos.

_____ _____
Signature of Leed Certified or Licensed CalGreen Professional Date

_____ _____
Name of Leed Certified or Licensed CalGreen Professional (Please Print) Phone No.

_____ _____
Email address for Leed Certified or Licensed CalGreen Professional License No.